



U.S. Department of Justice

Office of Justice Programs

Executive Office for Weed and Seed

Washington, D.C. 20531

MEMORANDUM

TO: Weed & Seed Site Coordinators*

**FROM: Bob Samuels /s/
Acting Director**

DATE: May 23, 2003

SUBJECT: Interim Guidance on Submission of Semi-Annual Progress Reports

DELINQUENT PROGRESS REPORTS

Beginning with progress reports due for the period ending June 30, 2003, delinquent submission of progress reports may result in withholding of payment, new awards, and grant adjustments. To illustrate:

If your semi-annual progress report for the period ending June 30 is not received by the Office of the Comptroller by July 31, then you may be unable to draw down funds as of July 31. However, once you submit the delinquent report, your ability to draw down should be restored within 24 hours.

As you know, recipients of funding are required to submit an initial and then semi-annual progress report. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the site's overall Weed and Seed strategy and the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award.

Reporting Period:
Jan 1 through Jun 30
July 1 through Dec 31

Due not later than:
July 30
January 30

PHASE-IN OF SUBMISSION OF PROGRESS REPORTS VIA GMS

The Office of Justice Programs (OJP) is continually refining the capabilities of the Internet-based Grant Management System (GMS), adding post-award processing modules. Thus, grantees will be able to submit required reports for each award via GMS. In addition to reducing paper, the online submission should be a much faster method for getting your reports in on time.

The Categorical Assistance Progress Report module will be available for the on-line submission of those semi-annual progress reports due for the period covering July 1, 2003, through December 31, 2003.

Features of this new module include the following:

1. Data for the form is filled in with information already in GMS
2. Grantees can attach documents as part of their report submission
3. E-mail notifications occur to remind grantees to submit reports
4. OJP grant managers can review the report online and send incomplete or inadequate reports back to the grantee

How does this affect your current, active Weed & Seed grant awards?

At this time, EOWS still will accept paper submissions of semi-annual progress reports due for awards made under the FY 2002—and prior years'—Weed & Seed Continuation or Competitive Application Kits. No GMS submission will be required for prior years' awards until further notice.

We ask that recipients of awards made from applications submitted under the **FY 2003 Weed & Seed Continuation Application Kit—Group A** submit their semi-annual progress reports via GMS, starting with the July through December 2003 report. To clarify:

Scenario I

If you currently have an active 2001 and/or 2002 grant (or from other prior years), **and those grants have not been supplemented**, you will continue to submit your semi-annual progress report via paper just as you do now, until further notice. You will fax or mail your report to the OJP, Office of the Comptroller.

Scenario II

If you receive an FY 2003 grant award **under the FY 2003 EOWS Continuation solicitation** and this award is SUPPLEMENTING a prior award (say, your 2002 grant, which means you keep that same 2002 grant number), you will submit your semi-annual progress reports via GMS.

Because your 2003 award is actually supplementing a 2002 (or prior) grant award, then your submission of the progress report will cover both 2002 and 2003 under that same grant number. The GMS Categorical Assistance Progress Report module is tied to your award/grant number, not the application number.

Scenario III

If you receive an INITIAL (New) FY 2003 grant award (with a new 2003 grant number) under the FY 2003 EOWS Continuation solicitation, you will submit your semi-annual progress reports via GMS.

How will you access your grants to submit the Semi-Annual Progress Reports via GMS?

Please use your current GMS user ID and password to log in to submit progress reports for your grants. Due to the implementation of a post-award reporting process in GMS, you need to keep account of your login information to enable you to submit your post-award reports, as well as to apply for funding in future years. We realize that we have encouraged people to simply establish new user IDs from year to year whenever they have had problems; however, it will be a lot easier for grantees to use the same login information from year to year so that all awards will show up under one login account. Otherwise, there may be instances where you would have to log in to access one grant, then log out and log in again under another ID to access another grant. Maintaining one login account will make things a lot easier.

More to come...

EOWS will forward additional guidance about the GMS Categorical Assistance Progress Report module to all grantees later this year, based on this phase-in of the process described above. If you have questions in the meantime, please contact your EOWS program manager at (202) 616-1152.

*In some cases, the site coordinator may not be the individual who sends in the progress reports or may not be the individual who handles the GMS application submission. Please ensure that you provide a copy of this announcement to all applicable parties. The person who has the established GMS login ID and password to access your active grants will need to input the information into the online progress report module.